

*Mrs. H.*  
*A.C.*  
*S.S.*

25 July 1960

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MEMORANDUM FOR: The Record

SUBJECT : Clandestine Services Operation/Suggestion Program

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1. I met with [REDACTED] to discuss ways and means of carrying out his proposed Clandestine Services Operational Suggestion Program. We reviewed the notice, Clandestine Services Instruction, which he has drafted which has already been approved in principle by [REDACTED] and suggested that he include a statement as to what was behind this effort to encourage ideas; namely, to get the CS people to apply their experience and imagination to challenges beyond their regular assignments, etc. He stated that he had had that in the CS notice but had failed to include it in the CSI.

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2. We <sup>also</sup> discussed Control Cards; he said his secretary was prepared to strip the suggestions of the name, give them a number, and send them out to the interested staff for evaluation and to see if they could be implemented by the operating div. I suggested that he ask us to print up a few control cards similar to ours which would give him all the information at a glance and there would be a space on there for the sugg. no. and that on the back they could log where they sent the suggestions (to and from and where they are at any moment). I also suggested that we give him a block of numbers starting for instance at 100-1, etc. in order to be able to identify those suggestions from the others.

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3. [REDACTED] had in mind sending a memo to the Staff evaluating the suggestions. He did not want a check list because he wanted substantive material to come back explaining what there was about the suggestion and why they could or could not adopt it. He did not want a check list, which would defeat his own purposes. I suggested that he have a router dittoed, unclassified, which could be retained in the drawer of the secretary's desk which would cut down the paperwork fair and be sure to include on this router a guide for the intangible benefits. Excluding the sums of money involved so that these people who came back to him will tell him whether the idea is good, if it is being adopted, and what they think the value is. The reason for this was to keep [REDACTED] office from sending a paper back to a person twice - which is a source of irritation.

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4. We also discussed the method of publicizing this. Mr. [REDACTED] said that he will see that the CSI is published, and then a week after that when everyone has had an opportunity to see it, he would then go to the Div. Chief with a memo from Mr. Bissell saying that they want this program pushed, etc. At that time he would explain to an individual in each div. by memo or somehow

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that we will be showing the film all day on a certain date and that representatives of the CS Special Operations Program as well as representatives of the SAProgram will be there in the room at the same time the movie is being shown to explain and answer questions. He seems to think that it would be much more important to do that after people have had an opportunity to see the CSI. I also proposed that we have large posters all along the corridors on easels inviting people to come down during that one day and see the film and discuss the CSI. This would be a one-time poster and not too elaborate; but it would remind people that today is the day they should go down and take care of the SAP business.

5. I left him with the idea that he would go see [REDACTED] and arrange about getting the CSI published and that as soon as it has been delivered he would get in touch with us about the actual carrying out of the above proposal. It is interesting to know that already by word of mouth there has been some publicity and that he has received two suggestions on these lines which he has staffed out and has taken care of.

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[REDACTED]

Executive Secretary

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